



Completing Vendor Agreement for Landlords

Vendor agreement found at: <http://homeenergyplus.wi.gov/docview.asp?docid=26861&locid=25>

Page 2

- Signature of fuel supplier/vendor agency signature - indicates entire vendor agreement pages 1-3 have been read and agreed to

Page 4

- Vendor Trade Name – this is the name that will be used for the vendor name and the name the payments will be issued to
- How do you want notification sent to you – check 'In Paper Format'
- Home Energy Plus System Profile Management Administrator (PMA) – is only required for vendors who wish to access the secured site to obtain the payment details when it is available. For receiving notifications by mail, leave this blank.
- Primary Contact – need complete first and last name of contact and physical location of business, phone number, and fax number
- Payment Contact – need complete first and last name of payment contact (this may be the same as the primary contact and if left blank it is assumed that the payment contact is the same as the primary contact). Payment address must be completed as this is the address where the payment will be mailed.
- Legal Name, legal address are required
- Taxpayer Identification Number and type are required and must be completed
- Services offered: check lodging
- Fuels provided – does not apply to landlords – leave blank

Page 5

- Counties/Tribes Served – please check the counties/tribes where all rental property is located
- The remaining fields on page 5 do not pertain to landlords and should be left blank

Vendor agreement

The entire agreement (all five pages) can be faxed to the Division of Energy, Housing and Community Resources (DEHCR) at (608) 267-6931. Original agreement (all five pages) must be mailed to:

DOA/DEHCR
Attention: WHEAP
PO Box 7970
Madison WI 53707-7970

Payments: Are issued based on completed activity by the local agency as of 5:00 on Wednesdays of each week. Checks are dated and mailed the following week Monday. There are some exceptions to the payment dates during the program year due to holidays. Please note that a payment notification is provided in advance of the payment to provide details associated with ensuing payment. Payment details notice will be sent first with the actual check sent a day or two later so these documents are not mailed in the same envelope.